

[redacted]  
report for  
Week Ending Wednesday, 4 February 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Service Calls Processed by Records Center

- a. Completed Sections I and II of Final Report
- b. Drafted Section III
- c. Returned to [redacted] the box of his Records used for Survey (1 cu.ft.)

Retiring of RMS Files

- a. Screened files and prepared shelf list for RMS 1957 files
- b. Prepared Retirement Forms and boxed 1957 files
- c. Retired to Records Center 1 cu. ft. of RMS Administrative Records.
- d. Prepared 54 new folders for RMS 1959 files.
- e. Ready to screen and move RMS 58 files.

Special DD/P Files Project

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- a. [redacted] informed me I was to be part of team [redacted] to inventory certain DD/P records for Scheduling.
- b. First meeting set for Thursday morning, Feb. 5.

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INACTIVE

File Cleanup Campaign  
Unused Safes Follow-up  
Sorting Equipment Booklet  
Revision of [redacted]  
Analyst Files Project

TRAINING

External Training --- None.

Registered for Spring Semester at American University, Course to be:  
"Office Management and Control."  
Wrote memo to Security and Chief, Mgt/S for approval of course.

NEWS

- A. Attended O & M Luncheon, heard Mr. Carl Stover of Brookings Institute speak on limitations of some Management Analysts in his "Case Against Scientific Management."

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Weekly Report for Records Disposition Branch  
for week ending 4 February 1959

1. Contributions

Completed installation of subject numeric file system in office of  
Special Planning Assistant/DDS.

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2. Assignment

a. Filing Equipment

Personnel/Records Services Division  
Security/Building 13  
EE Division DD/P  
OO/FDD  
Personnel/Contract Personnel Division  
No change from previous report.

OO/Contact Division

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Information and specifications required to prepare a requisition  
for equipment needed has been supplied to office personnel at  
headquarters.

b. Installation of Subject Numeric Files/OP

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Resumed work in the Employee Relations Branch; installed folders  
and guides for 1959 files. Project about 75% complete.

Special Planning Assistant/DDS

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A Records Control Schedule and a Vital Materials Deposit Schedule  
have been prepared and will be submitted for review by

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Public Works Office/Isolation

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Installation of a filing system is being studied at the site.

c. Records Schedules

OCR

Reviewed revised schedule with  and discussed Records  
Center proposals for improved controls, coverage and distribution  
of OCR publications.

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Medical Staff

Further assistance was given to the staff in cutting off files  
and retiring of 8 cubic feet of inactive records. Revised schedule  
is awaiting approval of the Chief/MO.

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d. Special Projects

Review of Clerical Training in Filing [ ]  
No change from previous report.

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New Building Site [ ]

Combined a periodic check of this project with photographing of the area by OCR/Graphics. These color slides will be available for future briefings and training sessions.

3. Vital Materials [ ]

Microfilming of Vital Materials in OCR/GR and OO/FDD continues.

[ ] of DD/P accompanied last week's trip to the repository to make a deposit and withdraw some Vital Materials.

Arrangements have been made for the filming of OCR/IR Travel Folders that have been added to the file since the last filming. This follows the recently established Vital Materials Deposit Schedule for OCR.

4. News

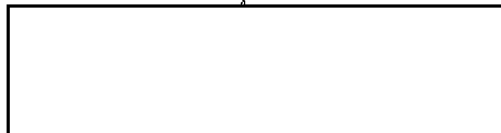
[ ] attended the O&M Luncheon at All States Dining Room to hear Carl Stover speak on "Changes in Scientific Management".

Office layouts and plans for moving Management Staff to Quarters Eye are nearing completion. [ ]

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Photos of the OCR/IR Mock-up installation were taken last week. Approximately 50 color shots were taken, some, of which, can be used for training purposes. Slides will be available today. Official opening of the area is scheduled for Monday, February 9, with a visit from Mr. Dulles. [ ]

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Report for Week Ending 4 February 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 30 actions requiring the printing of 622,930 copies or sets of blank forms.
- (2) Seven new and 7 revised forms were approved.
- (3) Twenty-five forms were obsoleted.

b. Intangible

- (1) Supply Division/OL reports discontinuance and scrapping of stocks on hand of 79 bootleg forms recently referred to them. Thirty-two were in DSCS and 47 in the [redacted]

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2. Assignment

a. Active

- (1) New form, titled, "Transmittal of Biographic Information", as yet unnumbered and apparently classified in its blank state has been referred back to the OPI for reconsideration of certain sensitive wording. As a result of a second look at this form the OPI has agreed to rework the wording and make the form unclassified. [redacted]
- (2) It had been determined by the OPI that the organizational symbols as shown on the revised "Dissemination Ladder", Form No. 618, was unclassified. It appeared to FMB that such information should be treated as classified. To resolve these differences the matter has been referred to the Office of Security [redacted] for final disposition.

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- (3) Thirteen new and 34 revised forms are pending.

- (4) Nine Employee Suggestions are pending.

3. News

- a. [redacted] and I attended the O&M Luncheon this week at the All States Dining Room.

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- b. I attended the "A" Forms Management Workshop at the Agriculture Department and the "B" Forms Improvement Workshop at GSA Region 3. These sources hold a good deal of <sup>proxies</sup>praise and we plan to use both in the Agency soon as a part of the overall Records Management Training Program.



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